

## **HAMILTON COUNTY JOB OPPORTUNITY**

**Posting Number: 005**

**January 4, 2006**

**POSITION:** IS Support Specialist

**DEADLINE TO APPLY:** January 18, 2006

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**CLASSIFICATION:** Information Systems Support Specialist

**DEPARTMENT:** Hamilton County Recorder's Office

**LOCATION:** Information Systems Department  
138 E. Court Street, Room 205  
Cincinnati, Ohio 45202

**WORK HOURS:** 80 bi-weekly, Monday thru Friday

**FLSA STATUS:** Salaried/Exempt

**SALARY:** \$1,153.85 bi-weekly

### **Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:**

Associates Degree in Computer Science, or related field and two (2) years experience; or training and/or experience in computer practices and procedures which indicates a thorough knowledge of computer systems/operations and a general knowledge of spreadsheet applications and word processing procedures. Must be a resident of the State of Ohio.

### **Listed below is a brief summary of the JOB DUTIES:**

Provides second tier technical support to determine corrective action on reported problems with personal computers, desktop applications, operating systems, application software, hardware and peripherals used in a network environment; coordinates, analyzes and troubleshoots hardware, software and system failures; maintains service packs and performance upgrades for individual machines (i.e., test, upgrade and install desktop applications). Responsible for the maintenance, troubleshooting, installation, testing, repairs and corrective action on peripheral equipment (i.e., personal computers (public and employee), printers, card readers, etc.); responsible for maintaining daily network (system) backup processes; monitors and maintains inventory listing of hardware and software. Provides proper training of personnel regarding applications (i.e., employees and end users); responsible for providing the daily "public reporting" reports to the Public Information Department; responsible for the maintenance and organization of the computer lab. Provides support to the IT staff; performs other related duties as may be required by the Administration.

### **HOW TO APPLY FOR THE POSITION:**

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department  
County Administration Building  
138 East Court Street, Room 707  
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-4720

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

**NOTE:** Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.